



COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE

# Fact Sheet

[www.cops.usdoj.gov](http://www.cops.usdoj.gov)

## Sole Source Justification

### What is "sole source" procurement?

Sole source, or procurement by noncompetitive proposals, is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. Sole source procurements must adhere to the standards set forth in the uniform administrative requirements, 28 CFR § 66.36 or 28 CFR § 70 (as applicable).

### When is sole source approval required by the COPS Office?

A grant recipient must request written approval from the COPS Office for sole source procurements in excess of \$100,000 prior to purchasing equipment, technology or services, obligating funding for a contract, or entering into a contract with grant funds. For the purchase of equipment, technology or services under a COPS grant award, grant recipients must follow their own policies and procedures on procurement as long as those requirements conform to the federal procurement requirements set forth in 28 CFR § 66.36 and 28 CFR § 70 (as applicable). A sole source justification request should be submitted if a grant recipient determines that the award of a contract through a competitive process is infeasible, and if one or more of the following circumstances apply:

- (1) the item/service is available only from one source;
- (2) the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
- (3) competition is determined inadequate after solicitation of a number of sources.

### What documentation must be submitted to the COPS Office for sole source approval?

Requests for sole source procurements of equipment, technology or services in excess of \$100,000 must be submitted to the COPS Office in writing certifying that the award of the contract through full and open competition is infeasible.

The outline below may be helpful in preparing your agency's sole source request and ensuring that all of the necessary information is included:

- ☐ **Letterhead** – The sole source request must be prepared on department letterhead and include the grant number for which the sole source approval is being sought. The request should also include the following information:
- ☐ **Section I** – A brief description of the project, the amount to be designated for the sole source procurement, and the purpose of the contract.

☐ **Section II** – A statement identifying which *one (or more)* of the three circumstances identified below apply to the procurement transaction and an explanation as to why it is necessary to contract in a noncompetitive manner. Include supporting information as identified below under the applicable section(s).

- (1) If the item/service is available only from one source, please include the following:
  - Contractor’s expertise linked to the current project (e.g., knowledge of project management, responsiveness, experience of contractor personnel, prior work on earlier phases of project, etc.)
  - Uniqueness of items to be procured from the proposed contractor or vendor (compatibility, patent issues, etc.)
  - Any additional information that would support the case
- (2) If the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation, please include the following:
  - When the contractual coverage is required by your department and why
  - Impact on project if deadline/dates are not met
  - How long it would take an alternate contractor to reach the same required level of competence (equate to dollar amounts, if desired)
  - Any additional information that would support the case
- (3) If competition is determined inadequate after solicitation of a number of sources, please include the following:
  - Results of a market survey to determine competition availability; if no survey is conducted, please explain why not
  - Any additional information that would support the case

☐ **Section III** – A declaration that this action/choice is in the best interest of the agency.

Failure to provide all of the necessary information will delay the processing of your request. Your agency will be contacted if any of the identified information is missing or if additional supporting information is required. If the COPS Office determines that the request does not meet the standards set forth above, the request will be denied.

Please be advised that conflicts of interest are prohibited under the procurement standards set forth in 28 CFR Part 66 and 28 CFR Part 70.

If you have any questions regarding the federal requirements that guide procurement procedures, please contact your Grant Program Specialist or program point of contact at 800.421.6770.

#### **Contact COPS**

For more information on COPS programs and resources, please contact the COPS Response Center at 800.421.6770, or visit COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).